

CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 18 NOVEMBER 2008
AT 7.45 P.M.

Present: Cllr Mrs Maxine Crossland - Town Mayor
Cllr N MacRae MBE - Deputy Mayor

Cllr Mrs D V Bulley	Cllr S Lodge
Cllr A D Coomber	Cllr P Madden
Cllr Crapper	Cllr N Miah
Cllr B Crossland	Cllr P Scott
Cllr A Farmer	Cllr Mrs S E Stone

Apologies: Cllr E Liston, Cllr E Wearing, Cllr Mrs L Walcott and Cllr W Walcott MBE

Prior to the meeting, the Town Mayor introduced Ryan Beckett who has been appointed to act as the Mayor's Cadet for the forthcoming year. The Council congratulated Ryan on his appointment.

109. MINUTES

The Minutes of the Meeting held on 21 October 2008, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Mayor.

110. MATTERS ARISING

Cllr MacRae said that he had raised the matter of sand bags for Carterton with WODC. The Council was pleased to note that the painting of the iron bridge had been completed. The RBL thanked the Town Council for adding Baz Barwood's name to the war memorial. Cllr Coomber gave brief feedback on a recent meeting he had had with the Chief Inspector TVP. A letter of confirmation was expected from the Chief Inspector.

111. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor had attended the Open Day at the Squash Club and an Open Evening at Fit figures. She had chaired a meeting with senior officers from WODC and been at a meeting with the Co-op to discuss their support for the community. She thanked Councillors who had attended the Remembrance Sunday service and parade and it was agreed that a letter of thanks be sent to the ATC band. The Mayor had attended the Lord Lt awards and the CATARA briefing at RAF Brize Norton. She had been at a meeting to support local scouting, the first meeting of the local history society and a fundraising event at the Football Club supporting CLIC.

112. DECLARATIONS OF INTEREST

Cllr Madden declared an interest in planning (item 116) by virtue of his membership of the WODC Planning Committee. Cllr MacRae declared an interest in Allotments as his wife is a plotholder and in the cemetery as a friend of the landowner at Black Bourton. Cllrs Crossland and Mrs Crossland declared an interest in cheque 9060 and Cllrs Crossland, Mrs Crossland, Mrs Bulley, Crapper and Madden declared an interest in 9068 as members of the U3A.

113. ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

The Clerk read a letter received from a member of the public listing a number of low-level criminal incidents. She was asked to pass these concerns to the Chief Inspector TVP. Cllr MacRae left the room while this letter was read and discussed.

114. ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Jim Couchman reported that plans for an Eco Town close to Banbury had been dropped. Plans to pedestrianise a large area of central Oxford had been approved. The buses would be rerouted to make the town centre more accessible to those on foot. Money was being sought from the DTp. Cllr Couchman agreed to investigate why Carterton did not appear on Oxfordshire News.

115. CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The decisions taken on the Report are recorded at Annex 'A' below.

116. PLANNING COMMITTEE

Council received the Minutes of the meetings of the Planning Committee held on 21 October and 4 November 2008. These were noted.

117. ADMINISTRATION COMMITTEE

Council received the Minutes of the meeting of the Administration Committee held on 4 November 2008.

Cllr Crossland reported on the review of expenditure to the end of the second quarter of 2008. He tabled a spreadsheet giving details of the latest figures for building and kitting out the Community Centre and Councillors were pleased to learn that the total cost was within budget.

Cllr Crossland went on to explain that the Administration Committee had set a draft budget for 2009/2010 which had resulted in a precept of £323,400. It had been thought that this could be achieved without a percentage increase per dwelling because of the likely increase in the number of dwellings in the town. However, the District had recently provided figures which showed a reduction in the number of dwellings due to there being more single-person households and more empty properties. Councillors discussed the merit of adopting the agreed budget or reducing the budget to have a lower percentage increase.

RESOLVED that the Clerk should prepare a budget based on a precept of £323,400 and that this should be reconsidered at the December Council meeting.

RESOLVED that the CFF Project Manager should be offered a six-month extension to her contract to allow her to update the Carterton Fast Forward Report and also to prepare an Integrated Transport Strategy.

RESOLVED that the Training and Development Policy should be approved.

118. CCC MANAGEMENT COMMITTEE

Councillor Crossland presented the note of the meeting of the CCC Management Committee held on 5 November.

RESOLVED that the Minutes of the CCC Management Committee be noted.

Cllr Miah left the meeting at this point.

119. CARTERTON COMMUNITY CENTRE

Cllr MacRae congratulated the Council on the completion of a much-needed facility. He had not been involved in the early stages of the project and commended the Council for having the vision and enthusiasm to take the project forward. Cllr Farmer added his congratulations. The Mayor recorded the Council's gratitude to all the volunteers who had been involved in the project and also to the Town Hall staff and the CFF Project Manager for delivering a project on time and on budget.

120 MEETING BETWEEN CTC AND WODC.

The Mayor presented the note of the meeting held between the Town Council and West Oxfordshire District Council on 28 October. Although a number of issues remained unresolved, the Mayor welcomed the closer working between the two councils.

RESOLVED that the note of the meeting be noted.

121. FIRE COVER FOR CARTERTON

The Council received a letter from the Chief Fire Officer about its offer to provide land for a fire station at the Dell. The Council expressed some concern about the requirement imposed on the Town Council to secure the site and reprovide existing uses.

RESOLVED that the Clerk should reply emphasising the Town Council's continuing support for a station in the town and confirming the offer of the land at the Dell. Should the County Council decide to take up this offer after it had carried out its option appraisal, the Town Council would be willing to enter into further discussions with OCC about the terms and conditions of the agreement.

122. AUDIT FOR THE YEAR ENDED 31 MARCH 2008

The Council received the external audit report on the accounts to the end of March 2008. It was noted that the auditor had commented that the review of the internal audit arrangements should have been carried out before the end of the financial year rather than in July. In future the review would be carried out at the same time as the risk assessment. The Clerk was asked to check the date of the previous review as it was thought that one had taken place in the summer of 2007.

RESOLVED to note the report of the external auditor subject to checking the date of the previous review.

123. RISK ASSESSMENT AND REVIEW OF INTERNAL AUDIT

The Council received a report setting out the various checks that have been put in place to ensure adequate levels of financial control.

RESOLVED that the level of checks were commensurate with the sums involved.

The Council reviewed the risk assessment report. Councillors noted that the main risk was the building of the new community centre and that this had been completed on time and on budget.

RESOLVED to accept the risk assessment.

124. FINANCIAL STATEMENT

The Financial Statement to 31 October 2008, set out at Annex 'B', was approved. A summary of Income and Expenditure by Budget Heading is also provided at Annex 'B'. It was noted that there was more than usual in the Current and Money Manager accounts as money was being held to make the final payment to the builders on the community centre.

125. ACCOUNTS FOR PAYMENT

Council RESOLVED that the Accounts set out at Annex 'C' be approved for payment.

126. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting.

1) **Register of Electors.** I will have available at the meeting copies of the form that Councillors will need to fill in if they wish to have a full copy of the register of electors.

Noted

2) **Playbuilder Roadshows.** There is a Play Builder Roadshow at the Guildhall Chipping Norton on Friday 21 November between 2 pm and 7 pm. Applications for playbuilder grants can be submitted from 1 January 2009 to 15 March 2009. **Noted**

3) **Date of Next Year's Local Elections.** We have been advised that the local government minister is to seek parliament's approval to move the 2009 local elections to the same date as the European elections (that is 4 June 2009). **Noted**

4) **West Oxfordshire District Council Climate Change Policy.** Copies of this will be available at the meeting. **Noted**

5) **The following publications** will be available at the meeting:

- The Playing Field
- Community Care Guide
- Ridgeway Trust Consultation Booklet

Noted

6) **Forthcoming meetings and events:**

- 27 November – Opening day at Carterton Community Centre 2pm – 8pm
- 5 December – Christmas Lights and Street Fayre
- 9 December – Planning and Council
- 16 December – Council Christmas Dinner
- 1 January – Mayor's Walk
- 6 January – Planning and Recreation
- 20 January – Planning and Council

Noted